

**MINUTES OF THE REGULAR MEETING OF GOVERNING BOARD OF
NORTHERN ARIZONA CONSOLIDATED FIRE DISTRICT #1
THURSDAY, APRIL 16, 2020**

At the start of the meeting, Board Chairman Jim Bailey read the following notice:

NOTICE: Due to Coronavirus/COVID-19, Arizona Executive Order #2020-18, and CDC recommendations on social distancing, the building is closed to the public and this meeting will be conducted electronically. Members of the public may call in to hear the live audio by joining the Zoom meeting. Public comment or audio is not allowed during the meeting and attendance is to listen only per the guidance published by the Attorney General for the State of Arizona.

He also pointed out that on the posted agenda there is an address for the public to join the Zoom meeting, the dial-in number is provided for the public to join the meeting and the meeting ID is also listed.

The Governing Board of the Northern Arizona Consolidated Fire District #1 met via Zoom and by phone call this 16th day of April 2020, at 6:00 p.m. for its regular meeting, at 2470 East Butler Avenue in Kingman, AZ 86409.

1. **CALL TO ORDER** – The meeting was called to order by Board Chairman Bailey at 6:02 p.m.
2. **PLEDGE OF ALLEGIANCE** – Board Chairman Bailey led the Pledge of Allegiance.

Prior to roll call, Chairman Bailey gave a directive asking that the board members for roll call and any type of voting, that they will do it alphabetically, starting with himself, Berg, Bryant, Collins, then Wilkin. Also, if they make a second, please say their name and that they are making a second. Just for the sake of this meeting, he will make the motions for all the action items.

3. **ROLL CALL OF BOARD MEMBERS** – Board members present: Board Chairman Jim Bailey and Director John Bryant were present via Zoom and Director Sue Wilkin and was present via phone/conference call. Director Erik Berg joined via Zoom at 6:07pm and Board Clerk Mike Collins joined via Zoom at 6:12pm.
4. **APPROVAL OF MINUTES** (for approval by unanimous consent after corrections/additions) Chairman Bailey moved to approve the Regular Meeting Minutes of March 19, 2020 as submitted. Director Bryant seconded the motion. Passed by unanimous decision – by Bailey, Bryant and Wilkin. Motion carried.
5. **REPORTS AND CORRESPONDENCE**

A. Chief's Report

The Chief pointed out the turn out times in the Operations Report. He would like to note that if we go back six or eight months that number that was there for turn out times and where we are today. We are at a 76% compliance rate and that's at 60 seconds. Our time is a little over 1:23. The steps the firefighters have taken just in that piece, they basically cut

their time in half getting out the door, which means the cycle time has decreased by over a minute to a minute-and-a-half, getting us there faster. This is a fantastic accomplishment. Apparatus: Finished up the repairs on E-311 and it is now back in service. This in the financials as this was all taken care of by insurance. Staffing: Due to recent resignations, we are currently in the hiring process and focusing on Paramedics.

With COVID-19, we have implemented Squad 31. We are up-staffing that Monday – Friday, 7:00am to 7pm. They are taking the COVID-19 calls for two reasons: 1) to reduce exposure to firefighters and the use of engines running these types of calls and 2) to reduce the use of PPE. We are following several best practices, including by the CDC and monitoring it daily. We are working with the County and State on PPE on a daily basis to secure supply. We are all in shortage, from the National stockpile to the State and the County, they are all out, but we have plans in place for reduction. More to come on pandemic COVID-19 as we continue over the next couple of months, and its impact.

Board Update. The Budget Committee will probably get together again within the next week or two. One thing that has affected the budget is the extension of deadline of property tax being extended to June 30th. So, we are evaluating its effect. We are looking at Wells Fargo and the County for a line of credit and what the process is for that. If this is necessary, based on the payment of property taxes, we will bring that to the Board for approval. We are also looking at Worker's Comp, one of the biggest variables, with our current company our E-Mod has gone up to a very high rate and their ability to cover in the event of cancers and cancer presumption. We are still waiting on their quote, so we will be looking at the carefully. A state pool has been formed that all the Districts in the state are currently evaluating; we are as well. It may be necessary to call a special board meeting to talk about this and perhaps buy into and replace our current carrier.

Election Cycle. There has been a lot of discussion on the State level and the Arizona Fire District's Association about what the cycle looks like because of social distancing and getting signatures and those types of things. There has been nothing to date on that and any changes will have to come from the legislators.

For the record, Director Berg did join the meeting at 6:07pm during the Chief's Report.

Director Wilkin had a question regarding the high turnover of firefighters and if Chief had a reason why they are leaving and if there is any plan in place to improve retention. Chief replied that there is always a plan for that, and at least three have taken employment with other opportunities for employment and a couple have had personnel actions as well, that he could not discuss. Our plan for improvement is well underway. Any time you have leadership changes, this comes with it. Director Wilkin also asked if we are using overtime to fill in for the employees who are gone. Chief said we are using our POC pool and overtime and we are managing that closely. Paramedic shortage is not just a NACFD issue, it's an entire state issue; paramedics are in high demand. We are working very, very closely on that. Director Wilkin asked if they are covered with Paramedics in Valle Vista. Chief Rhoades said they were.

For the record, Director Collins did join the meeting at 6:12pm during the questions at the end of the Chief's Report.

Due to two members joining after the start of the meeting, Chairman Bailey restated his directive to the board asking that the board members for roll call and any type of voting, they will do it alphabetically, starting with himself, Berg, Bryant, Collins, then Wilkin. Also, if they make a second, please say their name and that they are making a second.

B. Financial Report –

Chairman Bailey pointed out a couple of items in the financial report. On the Expense Report, the item “Apparatus/Staff Vehicle (COVID-19)” has a zero balance, so Rhonda is using to track how much the fire district is spending on the COVID-19 and hopefully we are going to be reimbursed for this expense. In addition, at the bottom of the same page, there is a line item “(Vehicle Repairs) covered by Insurance” this money was paid by the insurance, therefore, it does not come out of our budgeted money, so it has been separated out to keep it in balance with what was received from insurance and spent to repair those engines.

C. Correspondence – No correspondence.

6. DISCUSSION AND POSSIBLE ACTION RE:

A. Approval of the March Financial Report. Motion was made by Chairman Bailey to approve the March financial report as submitted. Director Bryant seconded the motion. Passed by unanimous decision. Motion carried.

B. Review, discussion and possible action regarding Families First Coronavirus Relief Act, Special Rule for Health Care Providers and Emergency Responders election that NACFD employees are exempt and excluded from coverage. This is an Act that came out from the Department of Labor. It’s a great benefit, but it is not for first responders. This was to make sure the Board members were aware that this does not apply to us, in case they were asked as a board member by the public.

C. Review, discussion and possible action regarding Resolution 2020-002 IGA Between NACFD and the City of Kingman for Maintenance of Fire Hydrants – This is our two-year agreement that we always have in place and this is the renewal from 2018. All the language is exactly the same, excluding the allocation calculations, and we did have this reviewed by our attorney. The City Finance Director, Tina Moline, took the salaries and expenses, the total burden cost, for the three employees that are hydro maintenance, then divided it by 95% because 95% is how much they do. The total burden cost is \$157,749.00. Ninety-five percent of that number is \$149,861.55, of that, it is further divided down by the number of hydrants in the City versus the District, 73.3% are in the City, 26.7% are in the District. That number ended up being \$62,125.67. Her thoughts were, originally, we were paying a little over \$12,000.00 in the last agreement, and if the District pays half, that’s a pretty good compromise. When asking why the number was \$12,000.00, the answer was, that’s what it has always been. There’s always the question, “why don’t we have the firefighters do that?” It is the City’s water system, and there is close coordination between the hydro maintenance crew and the Public Works. It ends up being an annual cost of \$31,062.83.

Chairman Bailey stated that the \$12,000.00 goes back to 2009. Chief Rhoades said he was unable to go back and find exactly when that originally started. There was a period of time

when the District was checking the hydrants, and he did find some significant documented issues of occurrences during that time. Chairman Bailey stated we don't really have the expertise to be doing that anyway.

Motion was made by Chairman Bailey to approve and adopt Resolution 2020-002 authorizing the execution and implementation of the IGA with the City of Kingman for the maintenance of fire hydrants. Director Bryant seconded the motion. Passed by unanimous decision. Motion carried.


7. **CALL TO THE PUBLIC** – The District may, but is not required to, give the public an opportunity to speak to any issue. A.R.S. §38-431.01(H).

Call to the public was cancelled due to the guidance of the Center for Disease Control (CDC) and the recommendation and approval of the Attorney General's Office, letter dated March 13, 2020, due to the impact of the COVID-19.

8. **BOARD COMMENTS AND ANNOUNCEMENTS** – Director Wilkin asked Chief Rhoades a question regarding the fire hydrants, "Is anyone checking any of the hydrants in Valle Vista?" Chief Rhoades said he would follow up on that because he is not sure, and he would have an answer at the first of the week. She remembers the firefighters on their spare time going from hydrant to hydrant testing them, however she doesn't know when the last time that has happened. She continued, that's the history of it and the water company is Truxton. Chief said he was unaware of any hydrant maintenance schedule out there, so he will definitely follow up on that. She stated that at one time (they are faded out now) they were color coded according to PSI, but no one has done anything with them in a long time, they are just sitting here.
9. **ADJOURNMENT** – Chairman Bailey moved to adjourn the meeting and Director Berg seconded it. Passed by unanimous decision. Motion carried. The meeting was adjourned at 6:26 p.m.

These minutes were prepared and posted by Rhonda Johnson on April 20, 2020.


James Bailey, Board Chairman


Mike Collins, Board Clerk